



Job Postings

POSITION AVAILABLE

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OPEN

POSTING DATE: 07/15/2008

CLOSE DATE: 07/22/2008

VACANCY NUMBER: 00002928

LOCATION: TRANSPORTATION

POSITION: Field Trip Coordinator

JOB QUALIFICATIONS: High School Diploma or GED. Intermediate proficiency in office based computerized applications such as Word, Excel, Outlook and Powerpoint (MS 2007 version). Knowledge of transportation software and programs specific to transportation preferred. Must be able to work flexible hours, meet time schedules, be punctual and reliable. Must be able to adhere to all policies, regulations and rules.

JOB DESCRIPTION: To coordinate, schedule and staff for student field trips and other events.

DUTIES AND RESPONSIBILITIES:

1.	Establish and maintain a good rapport with employees, students, and community.
2.	Schedule buses and bus drivers and bus aides to transport students and staff safely to field trips or other events.
3.	Ensure sites are invoiced for transportation services.
4.	Inputs and updates information regarding field trips and personnel scheduling into computer
5.	Works closely with school staff and district office personnel
6.	Keep Assistant Director informed of all incidents in a timely manner.
7.	Establish and maintain good rapport with students, employees, community members and vendors.
8.	Maintains a high level of ethical behavior and confidentiality.
9.	Other job related duties as assigned.

REQUIRED EXPERIENCE: Previous experience with field trip scheduling or dispatch is preferred. Strong communication, time management and problem solving skills experience required. Familiar with reading, interpreting general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.

OTHER INFORMATION: While performing the duties of this job, the employee is frequently required to stand; walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee may lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

APPLY TO: www.dysart.org

SALARY: Grade 15, starting at \$11.80 per hour

DAYS: 257

FROM - TO -

GROUP / GRADE:

START DATE: 2008-2009 School Year

To apply, click [here](#).